Saskatchewan
Legislative
Assembly

Annual Report

Saskatchewan
Legislative Library

for the period ending
March 31, 2005

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Legislative Librarian

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November 14, 2005

The Hon. Myron Kowalsky
Speaker of the Saskatchewan Legislative Assembly
Room 129, Legislative Building
Regina, SK S4S 0A2

Dear Mr. Speaker:

I am pleased to present to you the Library Annual Report for the period ending March 31, 2005 for tabling in the Legislative Assembly.

Highlights of the library service for this period include:

- Concluded licensing negotiations for a major addition to the Members' Portal—*SaskTrends Monitor.*
- Successfully completed a pilot project to convert 1,800 card records to electronic catalogue records, the first step towards a fully electronic catalogue.
- Initiated a special project to identify and acquire Saskatchewan local histories not already in the collection, in preparation for Saskatchewan Centennial.

The report continues to be produced on acid free, permanent paper.

Sincerely,

Marian J Powell

Marian Powell
Legislative Librarian

MJP/kh

Table of Contents

Section 1 Organizational Overview

1.1 Mandate, Roles and Responsibilities 7
1.2 Planning Context 7
1.2.1 The Legislative Service Draft Strategic Plan 7
1.2.2 Current Challenges 9

Section 2 Organizational Performance

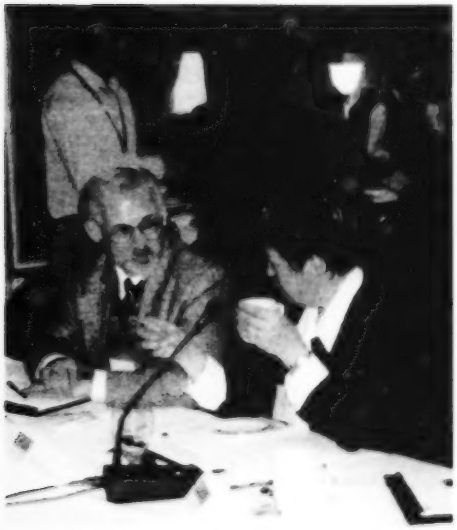
2.1 Accomplishments by Goal 11
2.1.1 Foster an Effective Legislature 11
2.1.2 Provide Improved Services to MLAs 11
2.1.3 Sustain and Enhance the Institution of Parliament 16
2.1.4 Be an Effective Responsive Organization 20

Section 3 Other Information

3.1 Legislative Library Staff 22
3.2 Organization Chart 23
3.3 Statistical Summary 24
3.4 Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 25
3.5 Clientele and Service Policy 27

Faye Prince, Government Publications Technician, receives her 30 year long service award from Mr. Speaker on June 22, 2004

Saskatchewan Library Week Committee had the official launch of Saskatchewan Library Week in the Reading Room on October 15, 2004.
Back row left to right: Caroline Selinger, Naomi Kral, Mary Chipanshi, Jessica Cammer, Judy Nicholson, Marielle Gaudet
Front row left to right: Colleen Murphy, Chair and Kim Hagel, Legislative Library staff



Members' Services Librarian Maria Swarbrick after her presentation at the 2004 Conference of the Association of Parliamentary Librarians in Edmonton. Also pictured is Rick MacLowick, Head of Reference Services at the Manitoba Legislative Library.

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SECTION 1: Organizational Overview

1.1 Mandate, Roles and Responsibilities

The mandate of the Library is to provide library services to the Legislative Assembly. The Legislative Library is governed by Section 68.4 of *The Legislative Assembly and Executive Council Act* and by the *Rules and Procedures of the Legislative Assembly*.

The modern mandate of the Legislative Library was established by the Assembly's adoption of the recommendations in the Report of the Special Committee on the Review of the Legislative Library, 1981. The recommendations specify that:

- *The principal role of the Legislative Library is to provide a parliamentary library service to all Members of the Legislative Assembly and their staff.*
- *The secondary role of the Legislative Library is to serve the people of Saskatchewan by making available the benefits of this special research and legislative collection, where these benefits cannot be obtained elsewhere.*
- *Relative to other government departments or departmental libraries, the Legislative Library should continue its co-operative and helpful relationship, without assuming any senior, authoritative or managerial responsibilities for these libraries.*

Given this broad mandate, the Library has clarified its priorities and policies to ensure the precedence of Members and Officials of the Legislative Assembly (see Section 3.5: Clientele and Service Policy).

Priority Service to MLAs

The Library strives to serve all sectors of its mandate, while giving priority to legislative clients. Twenty-four hour access is available to MLAs through the Library's answering machine, fax machine, and e-mail (reference@legassembly.sk.ca). Members of the Legislative Assembly receive priority over any other clients in determination of work scheduling.

1.2 Planning Context

1.2.1 The Legislative Service Draft Strategic Plan

The Library operates within the framework of the Legislative Service draft strategic plan. The draft plan includes four high level goals. All of the activities carried out by the Library move the service forward on one of the following fronts:

- Goal #1: Foster an effective legislature
- Goal #2: Provide improved services to MLAs
- Goal #3: Sustain and enhance the institution of parliament

- Goal #4: Be an effective responsive organization

As part of its ongoing commitment to the Legislative Service strategic planning initiative, and keeping in mind the mandate, roles and responsibilities authorized by the Legislative Assembly, the Library has articulated its mission as follows:

> *The Legislative Library supports the Saskatchewan Legislative Assembly and its Members by delivering accurate, timely and non-partisan information services and by selecting, acquiring, organizing, preserving, and providing access to appropriate material resources to support such services.*
>
> *The Library serves the citizens of Saskatchewan by making available the benefits of its specialized research and legislative collection where these benefits cannot be obtained elsewhere, and by establishing and maintaining co-operative and helpful relationships with other government departments or departmental libraries.*

For the past few years the Library, along with the other branches of the Legislative Service, has provided the Board of Internal Economy with a statement of goals and objectives for the coming fiscal year to accompany the Legislative Service budget request. In the 2004/2005 estimates document, the Library articulated five long-term goals that will take several years to achieve, given adequate financial and human resources. The following chart relates those five goals to the broad organization goals of the Legislative Assembly Service and summarizes the progress made up to the end of the report year:

Legislative Assembly Service Goal #2: Provide Improved Service to MLAs		
Legislative Assembly Service Objective	**Library Action**	**Status as of March 31, 2005**
Improve use of information and communication technology to improve quality and timeliness of information and advice to Members	The catalogue of the Library's collection will be fully electronic by the end of 2006/2007	Conducted a pilot project which resulted in the conversion and loading of records for 1,800 titles in the Library's historical biography collection, and the reclassification of these materials to Dewey Decimal Classification in order to integrate them with the main part of the collection. Created a plan for the main conversion project with a focus on the work that can be completed with the funding available for 2005/2006.

Legislative Assembly Service Goal #2: Provide Improved Service to MLAs (cont.)		
Legislative Assembly Service Objective	**Library Action**	**Status as of March 31, 2005**
Improve use of information and communication technology to improve quality and timeliness of information and advice to Members (continued)	Implement an automated Reference intake and tracking system by the end of 2007/2008	Began identifying functional specifications of the system.
Continual improvement in financial and material resources and services to Members	A modern collection development policy approved by the Board of Internal Economy in 2005/2006	Refined the draft completed the previous year. Identified additional elements to be added.
Legislative Assembly Service Goal #4: Be an Effective, Responsive Organization		
Legislative Assembly Service Objective	**Library Action**	**Status as of March 31, 2005**
Improve our ability to deal with emerging issues	Develop a long-range plan for managing future collection space requirements by 2006/2007	Identified and implemented several short-term measures to reduce crowding in the stack area in Room 234.
	A comprehensive Library disaster plan in place by the end of 2008/2009	Established a working group to identify key Library issues to be addressed in the plan.

The specific goals identified in this table do not address the performance of the routine core work of the Library, which is detailed in the following pages, along with other opportunities which arose and milestones which were achieved during the report period.

1.2.2 Current Challenges

- The cost of purchasing the materials necessary to maintain an up-to-date collection of tangible and electronic materials to support the broad range of policy areas continues to increase. Additional funding will be necessary in the coming years to keep up with industry price increases The most recent statistics from the Association of Research Libraries indicate that book prices have increased 77% between 1986 and 2004, and periodical subscription prices have increased 188% over the same period.

- Despite the increase in emphasis on the internet and other electronic resources, use of print materials continues to be significant, and Library staff have recorded an increase in the use of print materials over the past two years:

Print Publications Loaned or Used In-House, 2002/03-2004/05		
2002/03	9829	
2003/04	10214	3.92% increase over previous year
2004/05	12065	18.12% increase over previous year

- Several vendors of electronic resources have increased their prices recently, while others appear poised to raise prices in the coming year. Funding for these materials will need to be increased to maintain the existing collection of electronic resources, and additional funding will be required if new electronic sources are to be added.
- Accommodation and physical security of the collections continue to provide challenges.
    - Shelf space in the stack areas in the Legislative Building has been at a premium for many years. Shelf space in the mobile shelving area in the Walter Scott Building will soon be full. During the current report year all the materials stored in the Walter Scott stack area had to be shifted in order to make room for materials that are routinely transferred from the Legislative Building.
    - Two of the counter-height shelving units in room 234 were replaced with 7-foot units in order to secure additional shelf space. This was accomplished at minimal cost, since the Library already owned most of the required components.
- A high level of humidity in the stacks areas has been an ongoing problem during the summer months. Monitoring of the situation has improved with the purchase of data loggers to replace the old hygrothermographs. Three additional data loggers were added during the year, allowing the Library to monitor humidity levels in all locations housing collection materials. This newer monitoring technology is more cost-effective in operation and provides more accurate reports of temperature and relative humidity.

SECTION 2: Organizational Performance

The Legislative Service draft strategic plan identifies a number of objectives under each of its four primary goals. The Library's contributions to the achievement of these objectives during the current report year are detailed below. The objectives are taken in the order in which they appear in the Legislative Service draft strategic plan, which does not necessarily reflect the priority given to the work by the Library.

2.1 Accomplishments by Goal

2.1.1 Goal 1: Foster an effective legislature

Objective: Make Legislative records and information more accessible

The Library's records management activities during the current report year focused on training. Kim Hagel, the newly-appointed Administrative Assistant to the Legislative Librarian, who received a certificate in records management fundamentals (with distinction) from the University of Toronto Faculty of Information Studies and began submitting routine requests for disposal of older files.

Objective: Best practices—learn from developments in other legislatures

- The Legislative Library, with the support of the Information Systems Branch, has hosted a listserv for Canadian Legislative Library directors and website for the Association of Parliamentary Libraries in Canada (APLIC) since 1998. A second listserv, APLIC2, for use by APLIC staff below the director level, has been hosted since 2003. These initiatives enable directors and staff of parliamentary libraries across Canada to share news of significant developments and to help each other solve problems.

- Other legislatures also welcome the opportunity to learn from developments in Saskatchewan. At the 16th biennial conference of the APLIC held in Edmonton in September, 2004, Members' Services Librarian Maria Swarbrick participated in a panel discussion on electronic news monitoring. Saskatchewan is unique among the APLIC libraries in its personalized approach to news monitoring services for individual MLAs.

2.1.2 Goal 2: Provide Improved Services to MLAs

Most of the routine daily work done by Library staff addresses this goal:

- New books, government documents, periodicals, and electronic resources are selected, acquired and catalogued with a view to their potential for enhancing the information services provided to Members.

- Members' Services personnel design and compile weekly current awareness packages and constantly scan the marketplace for new electronic service offerings to help Members stay on top of developments in the policy areas of greatest concern to them.

Objective: Improve use of information and communication technology to improve quality and timeliness of information and advice to Members

- The Direct User News Service, based on CanWest Global's Special Edition product, allows individual Members to have their own private, password-protected accounts on Special Edition so that they can monitor news on any topic they choose, in complete privacy. Members access the service in a number of different ways – on the web, by means of e-mail alerts, or through the Members' E-Services Portal (where the service is identified as "Customized News").

- **Performance indicator:** 28 Members were registered for the Direct User News Service at the end of the current report year.

- The Library made one major addition to the content offered to Members through the Members' Information Portal: *Sask Trends Monitor* has been licensed for use by registered users of the portal.
- The customized Command News feed from Canadian Press was made easier for Members to access by moving it to the front page of the portal. The news feed content was enhanced by the addition of material from the vendor's Agriculture module which the vendor agreed to supply at no additional cost.
- The Library continues as a founding partner of the Regina Library Information Network (RegLIN), a multi-library, multi-institutional computer network for automated library services incorporated under the *Saskatchewan Non-Profit Corporations Act*. The Legislative Librarian is Vice-Chair of this consortium. The holdings of the five member libraries can be searched using the same catalogue interface. Online access to these collections enables the Library to identify and quickly acquire relevant, locally owned materials to meet Members' needs.
- A new release of the library system software was installed in February 2005. Library software upgrades are always disruptive to the workflow, and this upgrade had more impact than most. By the end of the year, some of the problems it caused still had not been resolved. However, there were also benefits: a new feature added to the library software has resulted in a 50% reduction in the time it takes staff to update the catalogue to reflect a change to the physical location of an item. Since materials are constantly being shifted between the Legislative Building location and the Walter Scott Building location, this is a significant improvement.

- At the end of May 2004, Support Services staff stopped all activities associated with the old newspaper clipping files which have been completely phased out in favour of online news databases. Extensive restructuring of staff activities was possible as a result.
- Many items in the collection can only be located by using the old card catalogues. To conduct a comprehensive search of the Library's collections, staff or clients must look in both the online catalogue and in two separate card catalogues, which can double or triple the time required for the task. During the current report year, the Library conducted a pilot project with the assistance of OCLC, a cooperative enterprise that provides a variety of technical services to libraries. In February 2004, 1,800 card records for a historical biography collection were shipped to OCLC, and by the end of March, the records had been converted to machine-readable form and loaded to the Library's online catalogue. The successful conclusion of the pilot project suggests that this is a viable means of achieving one of the Library's long-term goals: a fully electronic catalogue of the entire collection by the end of 2006/2007.

Objective: Continual improvement in financial and material resources and services to Members

- The Library's collection is the primary material resource that the Library provides to Members. This collection is developed specifically to meet the information needs of Members. All of the services provided to Members and other Library clients are founded on the materials in the collection, whether these be in print, microform, or electronic format. Many of these materials are owned outright and are freely available on the shelves, but an increasingly important part of the collection, comprising most of the fee-based electronic resources, are merely licensed for specific periods of time, either by the Library itself or by a purchasing consortium such as the Multitype Library Database Licensing Project in which this Library participates.
- One of the long-term goals set by the Library was to review the Collection Policy and to draft revisions reflecting the increased importance of electronic materials. The existing policy has not been reviewed since it was adopted by the Board of Internal Economy in 1983. The draft revision that was completed during the previous report year has been reviewed and amended. Additional elements that need to be added have been identified and will be incorporated during the coming year.
- One area of the collection was targeted for special attention during the current report year. The Library's collection forms, in part, an important documentation of the history and cultural life of the people of Saskatchewan. The Saskatchewan local history collection is extensive and is heavily used by MLAs. Although the Library staff takes care to acquire any new publications in this genre there are still many local histories that are not in the collection. They are difficult to track down, and many are out of print and no longer available at all. Throughout the year, Reference and Support Services staff have collaborated in identifying and acquiring as many of the missing histories as possible. This work will continue into the next fiscal year when centennial celebrations will focus public attention on the history of the province.

Managing the Collection

- Staff in the Library's Support Services section specialize in acquiring, organizing, preserving, and providing access to the information resources selected by the librarians.

- **Performance indicators:** Library staff added 7,076 new book volumes to the collection during the report year and checked in 41,966 issues of newspapers and magazines.

- Library staff transferred catalogue information for 3,178 items from the old card catalogues to the online catalogue.

- The total number of titles added to the online catalogue, including those transferred from the old card catalogues was 7,067.

The Support Services staff devotes much effort to upgrading and maintaining the quality of the online catalogue database on the Voyager system. For example, whenever a book is transferred from one part of the Library to another, a staff member has to update the corresponding record in the database so that the correct location of the item is displayed when a user looks it up in the catalogue. The limited space for collections in the Legislative Building means that transfers of materials to other locations and the work needed to maintain accurate location information in the online catalogue is an ongoing and significant task.

- **Performance indicator:** Library staff updated or upgraded 23,971 records in the catalogue database in the current report year.

- The Library collection benefits from participation in several duplicate exchange programs. One such exchange program is carried out by member libraries within the Commonwealth Parliamentary Association. During the previous report year, the Library was thus able to obtain at no charge a publication valued at $1500.00. During the current year, the Library was participated by shipping surplus materials to five CPA member libraries located in India, Sri Lanka, Guyana, Tanzania, and St. Lucia.

Linking the Collection to the MLA: Current Awareness Services

- One important purpose of the Members' Current Awareness service is to make Members aware of new resources that have been added to the collection in their personal areas of interest. The magazine title page service, the new book alerts service, and the weekly profiled database scans all serve this purpose. The Members' Newsletter also provides recommended reading on topics of more general interest to all Members.

- **Performance indicators:** At the end of the report year, 25 Members had interest profiles running weekly against a number of commercial databases. Members requested 597 complete articles from the news headline citations received through this service.

- 36 Members received the magazine contents page service. They requested copies of 258 articles identified through this service.

- 40 Members were being alerted to the arrival of new books matching their personal interest profiles. Members borrowed 180 new books in response to these alerts.

- Five issues of the Members' Newsletter were produced, containing articles about the Library's information resources on topics ranging from *The Independence of Legislative and Parliamentary Officers* to *ICTs (Information and Communication Technologies) and E-Democracy.*

- **Member's reference to Newsletter item:** A minister rose in the house on May 14, 2004 and quoted from the Members' Newsletter that had been distributed that day in support of his position on the matter under debate. (*Saskatchewan Hansard, May 14, 2004, p. 1109)*

Donations to the Collection

- The Legislative Library collection benefits from donations by individuals, associations and government departments. Any donated items which do not correspond to the Library Collection Policy or which duplicate works already in the Library collection are shipped to the Canadian Book Exchange Centre of the National Library of Canada which makes them available to other libraries.

- The Resource Centre of the Saskatchewan Health closed in March, 2004. The Legislative Librarian and Assistant Legislative Librarian met with a consultant engaged to determine the most appropriate means of dispersing the Resource Centre Collection and identified a selection of materials, primarily Saskatchewan government publications, that were not already in the Legislative Library collection. The Library agreed to accept these materials and add them to its collection to ensure their continued availability within the province. The materials were shipped to the Library in August 2004. The work of adding the materials to the Library's collection is underway.

- Each year the library receives useful donations from the Lieutenant Governor's Office, the Speaker's Office, the Premier's Office, Executive Council offices and the Legislative Assembly Office. During this report year donations were also received from the Saskatchewan Department of Health Resource Centre, Saskatchewan Department of Highways and Transportation, Rekishi Kaido Promotional Council, the Commonwealth Parliamentary Association, and the Legislative Library of New Brunswick.

2.1.3 Goal 3: Sustain and Enhance the Institution of Parliament

The Library's involvement in sustaining and enhancing the institution of Parliament are focused on fulfilling its legislative mandate to serve the public and to make available its specialized resources that are not available elsewhere. The Library's mandate to preserve and make accessible the published heritage of the Saskatchewan government as defined in section 68.4 (5) of *The Legislative Assembly and Executive Council Act* is the foundation of the most important of these specialized resources. Additional activities in support of this goal include participating in educational activities of the Legislative Service such as public servant tours and maintaining a public web page listing a variety of resources on parliamentary democracy.

- **Performance indicator:** 2 public servant tours, attended by 47 participants.

The Library also receives many invitations for staff to participate in a consultative capacity in the work of various interdepartmental committees in executive government, and accepts these invitations in the spirit of its mandate to maintain co-operative and helpful relationships with other departments or departmental libraries.

Objective: Foster awareness and knowledge of the Legislature

- One of the actions identified under this objective in the draft Legislative Service strategic plan was to establish visual identity and communication standards for all public communications by 2003. The Library participated in the work of the Communication and Visual Standards Policy Development Project committee from its inception. During the current report year Assistant Legislative Librarian Pat Kolesar took over as chair of the Committee after the departure of the original chair, Clerk Assistant Viktor Kaczkowski. The Committee submitted its report to the Clerk in January 2004. In the latter part of the current report year the Committee was assigned to do further work on one of the recommendations of the report. This task will be completed early in the coming report year.

- The Library staff makes a special effort to assist participants in the Saskatchewan Legislative Internship Program in their work for Members.

Comment by intern, July 2004: "You do a great job all around. I can't complain about anything. Also, you are all so very pleasant when attending me, as I am sure you are with all others."

- The Library staff raises public awareness of the Legislature among its own professional communities by participating in educational activities such as local conferences. During the current report year, Electronic Services Librarian Jane Blackett and Assistant Legislative Librarian Pat Kolesar made presentations to members of the Saskatchewan Library Association at the Association's annual conference in May, 2004 as part of a program to promote more effective use of the electronic resources available through the Multitype Library Board's database licensing project.
- The Saskatchewan Library Association hosted the official launch of Saskatchewan Library Week 2004 in the Reading Room of the Legislative Library on October 15, 2004. Guests included Hon. Andrew Thomson, Minister of Learning, and representatives of the City of Regina, local media, authors, and the local library community. Legislative Library Administrative Assistant Kim Hagel played a key role in coordinating local arrangements for this event which provided an opportunity for approximately 45 guests to visit with Library staff and learn about the specialized work done by the Library.
- The Legislative Library receives many visitors each year ranging from dignitaries to children on school outings. Most of the school visit groups to the Legislative Building visit the Library. Of note during this period were several special visitors: Hon. Ted Staffen, Speaker of the Yukon Legislative Assembly, and a delegation from Fujioka, Japan.

Objective: Enhance Members' Professional Development Opportunities

- The Library provides Members attending legislative conferences with briefing kits consisting of documents dealing with procedural and topical information appropriate to the conference program. The information generally takes the form of current magazine, book and newspaper articles representing a balance of opinion on the topics under discussion at the conference. The kits are prepared under the direction of the Members' Services Librarian, and many staff members contribute in different ways. In the current report year, kits were prepared for 5 parliamentary conferences. A full list of the conferences thus supported is provided in section 3.4 of this report. Member comments on the kit evaluation forms indicate appreciation of the value added to the information through the selection and organization activities of the Library staff.

The collaboration of staff from the Library and the staff of Saskatchewan Government Relations and Aboriginal Affairs in the production of the briefing kit for the Midwestern Legislative Conference that was initiated in the previous report year continued in the current year. Additional collaborative relationships were established with several other government departments to obtain fact sheets (some of which had to be prepared to order) for inclusion in the kits.

- **Members' comments on kits:**
- "Well selected despite very broad topics."
- "Great lead time".
- "I thought the content and organization of the material was excellent. Most useful."
- "Very thorough, very useful."
- "I have always appreciated the kits. Our kit was as comprehensive and well-organized as the binder we received when we arrived."
- "Keep up the great work!"

- Increasingly, the Library staff is being asked to provide packages of briefing materials on single topics of interest to Members. Each of these topical backgrounders can take as much as 18 hours of concentrated effort to complete, although the average is about six hours per backgrounder.

Objective: Sustain mandated services to external stakeholders.

This objective is not part of the overall Legislative Service draft strategic plan. It has been added by the Library with the Clerk, in order to recognize the effort required to fulfill the parts of the Library's legislated mandate that do not specifically address the information needs of Members.

- **Saskatchewan Government Publications Deposit**

  Under section 68.4 (5) of *The Legislative Assembly and Executive Council Act*, all Saskatchewan government departments, boards, commissions and agencies are required to deposit with the Legislative Library six copies of all publications issued under their authority to the public. Two copies remain the property of the Legislative Library, two copies are provided to the Saskatchewan Archives Board for permanent retention, and two copies are used to fulfill exchange agreements with the National Library of Canada and the Library of Congress.

Performance indicator: In the current report period, Saskatchewan government agencies deposited 1527 monograph and serial titles.

Given the decentralised nature of publishing in the Saskatchewan Government, the task of tracking down publications and receiving the required copies presents a considerable challenge. The continuing refusal of some agencies to provide any electronic publications under the deposit requirements of *The Legislative Assembly and Executive Council Act*, even when the Library is able to identify their existence, remains a disturbing trend in light of the trend away from print toward electronic publication of Saskatchewan government publications. Future access to many publications may be in doubt while publishing methods are in a state of flux, long-term stability of electronic media is unknown, and deposit requirements are under challenge. The Library anticipates that improvements in the deposit provisions of the *Act* may be enacted in the next report year.

- **Serving government departments and the people of Saskatchewan**

  After the needs of Members have been met, the Library assists the public by providing information from its specialized collections. Libraries in departments of executive government, as well as civil servants in departments that lack libraries of their own, also make use of the Legislative Library.

- **Performance indicator:** Library staff handled 1226 information requests from civil servants, lawyers, students, the press, and members of the public.

- **Impact Statements:** We would like to thank the knowledgeable and helpful staff of the Legislative Library for taking time to help us navigate the rich collection of materials; your assistance with out research is greatly appreciated. We look forward to the opportunity to visit and conduct research at the library in the future. *(An associate of Public History, Canada's largest historical research firm, located in Ottawa and Winnipeg)*
- I've received more than I expected. *(Legislative Assembly Service staff member)*
- You always amaze me. *(Research officer, Saskatchewan government department)*
- Thank you for replying to our questions . . . The responses that we gained have been very useful and will help us to plan how to take our own policies forward. *(Scottish Parliament Information Centre staff member)*
- Thank you so much for your work on this. It is very much appreciated!! You did a very thorough job and very quickly too, I might add! *(Information officer, Saskatchewan government department)*
- I'm sure that you get many compliments on your helpful reference staff, but I wanted to add mine to the list . . . My congratulations to you and your staff for providing an effective and courteous reference service. *(University of Regina manager)*

- In addition to answering the specific information requests directed to the Library by the civil service and the public, the Library staff maintains several pages on the Legislative Assembly's public web site where the public can go to obtain answers to some of the most commonly-asked questions.

- **Performance indicators**: During the current report year 63,198 visitors viewed the Library's pages on the Assembly web site.
- The Library's most popular web page continues to be the *Premiers of Canada* page, which received 5,255 visits. Visitors spent an average of 4.33 minutes viewing this page.

2.1.4 Goal 4: Be an Effective Responsive Organization

Objective: Improve internal communication and knowledge transfer

- The Library staff appreciates opportunities to participate in cross-branch activities with their colleagues in the Legislative Assembly Service. Their involvement in the work of the Members' E-Services Portal Project, and the Communication and Visual Standards Policy Development Project has been detailed elsewhere in this report.
- The Library continued to participate in the work of the Computer Management Committee which provides advice and makes recommendations concerning information technology policies, standards and practices, and assists the Clerk in making timely and appropriate institutional decisions on major information technology strategies, priorities, investments, and the information systems budgetary estimates. Assistant Legislative Librarian Pat Kolesar is a member of this committee.
- Library staff members have always participated on a voluntary basis in cross-branch committees that work to create a happier and healthier workplace for everyone in the Legislative Service. Among these groups are the Social Committee (including Library representative Liza Vidomski) and the Occupational Health and Safety Committee (including long-time staff representative Gina Abel and management representative Pat Kolesar).

Objective: Maximize the potential of each employee

- The Library is proud of the loyalty and dedication of every one of its staff. Each year we join our colleagues in legislative service to celebrate those who have achieved milestones in long service to the Assembly. On June 22, 2004, Faye Prince, Marian Powell, and Pat Kolesar received the long service awards honouring their thirty, twenty-five, and twenty years of service respectively.

- On April 1, 2004, Liza Vidomski joined the permanent staff as Client Services Assistant. Liza first joined the Library staff as a student assistant on October 13, 1998 and worked in both Support Services and Client Services while completing her university degree.

- On April 26, 2004, Kim Hagel joined the permanent staff as Administrative Assistant to the Legislative Librarian. In addition to her extensive experience in office administration, Kim is well-acquainted with the special requirements of the library environment, having been employed at Weyburn Public Library.

- Cessation of work on the clipping files made possible for the Library to consolidate the hours available for casual assistance into three nearly full-time, non-permanent positions. The positions were filled by three of the Library's former student assistants who had completed, or nearly completed, their university degrees. Shannon Hynds became the Support Services Assistant, Megan Saum is the Client Services Assistant, and Pamela Yungwirth returned to the Library as Members' Services Assistant.

- Work space in the Walter Scott Building occupied by Support Services staff underwent extensive rehabilitation. The work addressed life safety, accessibility, and energy management concerns. During the construction, the Support Services staff was moved, in November, out of their location on the second floor to a temporary swing space on the first floor, and back again in January.

Objective: Improve our ability to deal with emerging issues

- During the year, senior Library staff began planning the establishment of a library committee to address the potential for disasters in the Library and business resumption scenarios. Committee members will be designated in the coming year to begin work on the plan.

SECTION 3: Other Information

3.1 Legislative Library Staff

The Legislative Library has a permanent staff establishment of fifteen persons.

As of March 31, 2005 the following persons were members of the permanent staff:

Marian J. Powell, B.A., B.L.S.
Legislative Librarian

Kim Hagel
Administrative Assistant to the Legislative Librarian

Patricia M. Kolesar, B.A. (Hons.), M.L.S.
Assistant Legislative Librarian

Bette Desjarlais, B.Ed., M.L.I.S.
Director of Support Services

Leslie J. F. Polsom, B.A., M.L.I.S.
Director of Reference Services

Maria Swarbrick, B.A., M.L.I.S.,
Law Clerk Certification
Members' Services Librarian

Jane Blackett, B.A., M.L.S.
Reference and Electronic Resources Librarian

Tim C. Prince, B.A., M.L.S.
Reference Librarian

Gina Abel, Library Technician Certificate
Support Services Manager

Kim Heidebrecht, Library and Information Technology Diploma
Client Services Manager

Anne Hoffmann, Library Technician Certificate
Support Services Technician

Chris Oxman, Library and Information Technology Diploma
Support Services Technician

Faye Prince, Library Technician Certificate
Government Publications Technician

Ivana Ruzic, Bachelor of Law
Support Services Assistant

Liza Vidomski, B.A.
Client Services Assistant

The following people were employed on a non-permanent basis:

Shannon Hynds
Support Services Assistant

Megan Saum
Client Services Assistant

Justin Wong
Client Services Assistant

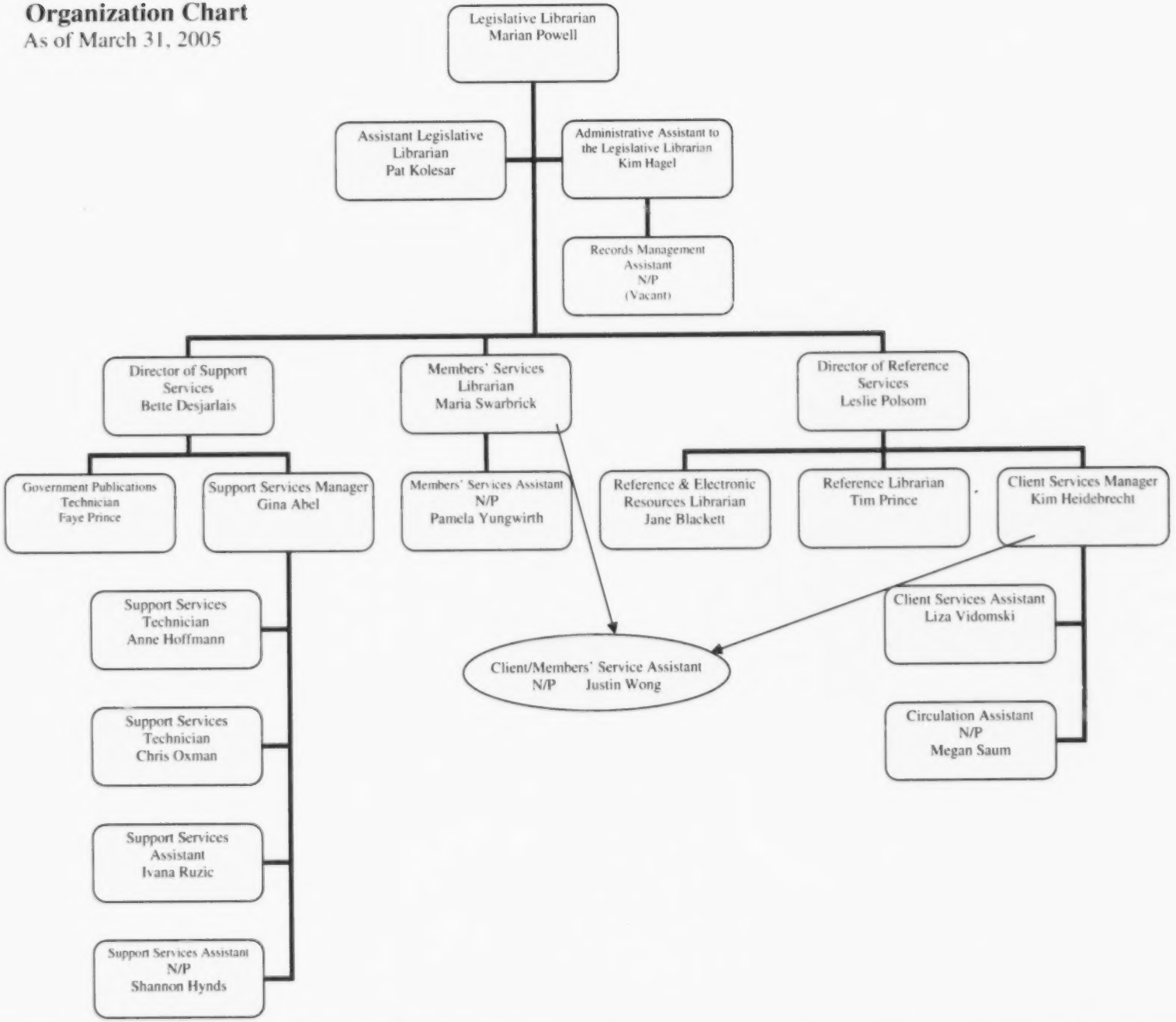
Pamela Yungwirth, B.A.
Support Services Assistant

Resignations From Non-Permanent Staff:

Jolene Antonishyn, Support Services Assistant

3.2 Organization Chart

As of March 31, 2005



3.3 Statistical Summary

Statistical Summary	2002/2003	2003/2004[1]	2004/2005
Reference and Circulation Services			
Reference Inquiries	3111	2680	2559
Computer Searches	3462	2651	2673
Photocopy Services to Clients (copies)	16148	20137	11902
Out of Library Circulation	4305	3735	4971
In-Library Use	8108	7329	7676
Total Circulation	12413	11064	12647
Interlibrary Loans Borrowed for Library Clientele	476	305	163
Interlibrary Loans Requested by Other Libraries	329	297	306
Total Interlibrary Loans	805	602	469
Members' Current Awareness Services			
Newspaper Clipping Service (articles provided)	67858	46028[2]	51760
Periodical Contents Service (title pages provided)	3344	2557	3742
News Headlines Service/Online Information (citations provided)	80028	37347	46067
New Book Alert (title pages provided)	7232	5518	5668
Direct User News Service/Special Edition (Registered clients)	-	31[3]	28
Support Services			
Materials ordered (titles)	862	1182	1182
Government Publications Received (items)	24528	29312	29568
Serials and Periodicals Received (items)	25935	20123	14049
Cataloguing (titles)	5664	6322[4]	7067
Binding (volumes)	163	107	118
Materials Withdrawn (items)	16197	11030	21580
Listed for Duplicate Exchange	544	688	363
Distributed in Saskatchewan on Exchange	290	313	85
Clippings Added to Newspaper Clipping File	90556	48176	3587[5]
Saskatchewan Deposit Program			
Government Publications Received (titles)	1012	1170	1527
Government Publications Sent to Micromedia	705	840	654

[1] Election November 5, 2003
[2] May 2003 was the first month that the current awareness newspaper articles were all produced from electronic service
[3] New service introduced April 2003
[4] Erroneously reported in 2003/2004 Annual Report as 5718
[5] Newspaper clipping file closed April 30, 2004

3.4 Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 2004-2005

59th Annual Meeting of the Midwestern Legislative Conference
Des Moines, Iowa
July 11 - 14, 2004

This conference kit was jointly produced by staff of the Legislative Library and the Department of Government Relations and Aboriginal Affairs.

Delegates:

Hon. Mr. Speaker Kowalsky
Mr. Elwin Hermanson
Mr. Milton Wakefield
Mr. Greg Brkich
Hon. Eric Cline
Mr. Dan D'Autremont
Ms. Doreen Eagles
Hon. David Forbes
Hon. Debra Higgins
Mr. Don Morgan
Mr. Lyle Stewart
Hon. Len Taylor
Mr. Don Toth
Mr. Dave Christopherson
Ms. Gwenn Ronyk
Ms. Margaret Tulloch
Ms. Lorraine deMontigny
and 2 RCMP constables

Ms. Doreen Hamilton
Mr. Warren McCall
Ms. Brenda Bakken
Mr. Ken Cheveldayoff
Hon. Joanne Crofford
Ms. June Draude
Mr. Wayne Elhard
Mr. Ben Heppner
Mr. Allan Kerpan
Hon. John Nilson
Mr. Randy Weekes
Hon. Andrew Thomson
Mr. Bill Boyd
Mr. John Treleaven
Ms. Monique Lovatt
Ms. Linda Spence
Ms. Debbie Saum

10th Annual Bowhay Institute for Legislative Leadership Development
Madison, Wisconsin
July 30 – August 3, 2004

Delegates: Hon. Joan Beatty

Mr. Ken Cheveldayoff

Canadian Council of Public Accounts Committees (CCPAC) 25th Annual Conference
Fredericton, New Brunswick
August 28 – 31, 2004

Delegates:

Mr. Lon Borgerson
Mr. Elwin Hermanson
Ms. Margaret Woods

Mr. Glen Hart
Mr. Andy Iwanchuk

50th Commonwealth Parliamentary Conference
Québec City, Québec and Toronto, Ontario
September 1 – 9, 2004

In addition to information on conference agenda topics, a separate 63-page "Tourist Supplement" with background materials, maps, activity lists, historical and geographical information on Québec and Toronto was also prepared for delegates.

Delegates:	Hon Mr. Speaker Kowalsky	Mr. Graham Addley
	Mr. Michael Chisholm	Mr. Glen Hagel
	Mr. D.F. (Yogi) Huyghebaert	Ms. Judy Junor
	Ms. Gwenn Ronyk	Ms. Iris Lang

US/Canada Border, a Visit for Canadian Members of Provincial Parliaments: a Joint Initiative of the Commonwealth Parliamentary Association/Centre for Legislative Exchange
Washington, DC
March 8 – 10th, 2005

Delegates:	Ms. Doreen Hamilton	Mr. Don Morgan

3.5 Clientele and Service Policy

Goal of the Legislative Library

The goal of the Legislative Library is to provide information and reference services to Members of the Legislative Assembly. It strives to achieve this goal by acquiring, cataloguing, servicing and preserving books, newspapers, government publications and other materials to enable Members to carry out their Legislative responsibilities.

Primary Clientele

The Primary user group of the Legislative Library consists of the Members of the Legislative Assembly, caucus research staff, personal staff of Members, and other legislative servants.

Primary Clientele

1. Lieutenant Governor's Office
2. Members of the Legislative Assembly
   (a) Members' personal staff
3. Caucus research staff
4. Legislative servants
   (a) Office of the Speaker
   (b) Legislative Assembly Office
      (i) Hansard
      (ii) Television
   (c) Legislative Counsel and Law Clerk's Office
   (d) Provincial Auditor
   (e) Legislative Library
   (f) Ombudsman
   (g) Children's Advocate
   (h) Conflict of Interest Commissioner
   (i) Information and Privacy Commissioner
   (j) Chief Electoral Officer
5. Other departments in the Legislative Building
   (a) Executive Council
   (b) Ministers' Office

Services

1. Personal borrowing privileges.
2. Interlibrary loan services to acquire necessary materials not available in the Legislative Library.
3. Photocopies and microcopies of library material.
4. Computer information retrieval reference support.
5. Advanced level of reference services.
6. Library information programs such as checklists, accession lists, and other related services.

7. Accelerated acquisitions and delivery of materials using courier, long distance telephone, electronic mail and other similar means. Hand delivery of material to locations in the Legislative Building. Same-day or next-day delivery of materials located off-site or elsewhere in the city.

All service costs are absorbed by the Legislative Library.

Secondary Clientele

1. Saskatchewan civil servants.
2. Legislative press gallery.
3. Courts
4. Universities
5. Researchers
6. Lawyers (private practice)
7. Private business
8. General public

Services

1. Use of library materials within the Legislative Library.
   (a) Saskatchewan civil servants are encouraged to use their own departmental libraries, where these exist. Material not available in departmental libraries may be requested using the interlibrary loan process. Where there is no established departmental library, civil servants may request personal borrowing privileges on the understanding that Library rules for loan periods and return of materials will be complied with.
   (b) Researchers from outside the Saskatchewan government requiring access to the Legislative Library for materials not available from other libraries may register as a special borrower for the duration of the research project, on the understanding that the rules for loan periods and return of materials must be complied with.
   (c) All other requests for personal borrowing will be referred to appropriate public or corporate library.
2. Photocopies and microcopies of Library materials at cost.
3. Basic reference service.
4. Provision of Legislative Library material located outside the Legislative Building on a batch basis.

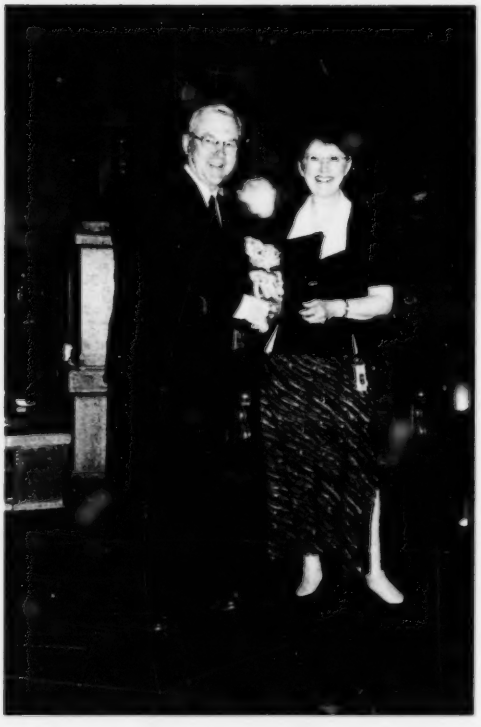
Established by the Board of Internal Economy 1983

revised March 2000

New staff member as of April 1, 2004
Liza Vidomski, Client Services Assistant

New staff member as of April 26, 2004
Kim Hagel, Administrative Assistant to the Legislative Librarian

Marian Powell, Legislative Librarian, receives her 25 year long service award from Mr. Speaker on June 22, 2004



Pat Kolesar, Assistant Legislative Librarian, receives her 20 year long service award from Mr. Speaker on June 22, 2004